

GOVERNMENT OF TELANGANA

ABSTRACT

Rural Water Supply & Sanitation – Construction of toilets under Swachh Bharat Mission and NREGA –Comprehensive Guidelines for the preparation of Open Defecation Free (ODF) Panchayats in Telangana – Instructions – Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (RWS.III) DEPARTMENT

G.O.MS.No. 92

Dated: 09/10/2015

Read the following:-

1. G.O.Ms.No.63, PR&RD (PTS-III) Dept., dt.14.08.2015
 2. G.O.Ms.No.64, PR&RD (PTS-III) Dept., dt.14.08.2015
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ORDER:-

In the G.O.s 1st and 2nd read above, the Government have launched the Grama Jyothi Programme to empower the Gram Panchayats to be responsive to people's needs and aspirations, accordingly with a view to ensure enhanced participation, Seven Functional Committees have been constituted to enable Gram Panchayats to focus on vital sectors that effect the common man besides making requisite funds available at the Gram Panchayats over the next four years. Gram Jyothi was launched by the Government in the month of August 17th, 2015 with sanitation as the focal theme of the campaign. Accordingly, there has been a tremendous effort by the District Collectors and the GP institutions and the people to create a massive awareness besides ensuring wholistic participation through the functional committees for the first time. The voluntary effort of people to keep the village and public premises clean on one day by every one in the gram panchayat has met with tremendous response besides creating an impetus for toilets at the individual level.

2. In view of the surge in demand for toilets as a sequel to the Gram Jyothi Program one of the urgent actions to be taken up is to facilitate and ensure the desired support to sustain the motivation among gram Panchayats to undertake the construction of toilets in the GP as a whole. While individual initiative of toilets continues as a stand alone programme, the focus under the sanitation campaign in the state has been shifted to give priority to achieving open defecation free Panchayats (ODF) in the State of Telangana. In other words, preference will be given to such of those Panchayats which would like to ensure that every house in the panchayat has a toilet so as to achieve the ODF status. Where toilets are being taken up under the ODF mode several actions are needed at the Gram Panchayat/District/Department and State levels.

3. The State is endowed with a vibrant social capital through its self help groups which have played an excellent role over the last several years which further needs to be given the appropriate space to enable them to play a vital role to achieve the target of "Swachh Bharath Swachh Telangana". Women continue to play a pivotal role in the family, the need to motivate them to construct and use a toilet therefore assumes significance to prevent communicable diseases through open defecation. Together with the newly constituted water and sanitation committees and the social capital available in the village, a campaign approach to synergize the efforts in achieving the goal of Swachh Telangana would be needed.

4. Currently funding for the construction of toilets is under two main streams of funding namely Swachh Bharath Mission – Gramin and the MGNREGA programme. In the past the funds under NREGA and SBM were shared in part and the payments made to the beneficiaries. There is therefore a need for streamlining the procedures for sanction and payments under the two programmes through a simplified online system under the ODF programme where a large number of toilets would be constructed in a gram panchayat.

(P.T.O)

5. The following are the detailed guidelines for planning, sanction and payments for toilets under the ODF Scheme:

- i. **Objective – Open Defecation Free (ODF):** ODF shall be the state approach towards sanitation problem in the rural areas. All the households shall be covered in a saturation approach in all the GPs in the state over a period of next 4 years. At the end of the program all the individuals will use toilets at all times for defecation. The strategy would be to adopt the community led and community saturation approach focusing heavily on collective behavioral change.
- ii. **Convergence of Departments:** The following development departments will be converged to achieve the common goal of ODF state and pool their resources for this purpose.
 - a. Rural Development Department
 - b. Panchayat Raj Department
 - c. Rural Water Supply & Sanitation (SBM)
 - d. Society for Elimination of Rural Poverty (SERP)
 - e. SC Development Department (SCSP)
 - f. Tribal Welfare Department (TSP)
- iii. **Village Water & Sanitation Committee (VWSC):** Instructions have already been issued of the constitution of the village water and sanitation committee. However, in view of the gram Jyothi program these functional committees have now been constituted under section 40 of the Telangana Gram Panchayat Act VWSCs, the functional committees of Grama Panchayats for water & sanitation formed during the Grama Jyothi shall anchor the ODF program at village level. Each VWSC shall be constituted with 12 members team.
 - a. The Sarpanch of the GP shall be the Chairperson of the VWSC, VO president shall be the convener and shall have representation from ward members, office bearers of VO, youth activists and active individuals from the community. It shall be ensured that 50% of the members of the VWSC shall be women with representation from SCs, STs and Minorities.
 - b. The following Sub-Committees may be further constituted for the purpose of taking up various tasks as explained below.
 1. **Mobilization and Vigilance Committee** (*Avagaahana Mariyu Nigha Committee*): The members of the Committee will be responsible for coordinating IEC activities for spreading awareness, reviewing and monitoring the construction of toilets, ensuring usage of toilets and developing ways to monitor the usage of toilets. The members for this sub-committee may include a Woman Ward Member; VO office bearer, Youth Activist and One active member from the community.
 2. **Procurement Committee** (Konugolu Committee): The members of this committee will look after the bulk procurement of raw materials, MOUs between VO and different stakeholders like mason, raw material manufactures etc. The sub-committee will also be responsible for storage of the material. They will also handle the payments to each of these for the services and material they provide. The members for this sub-committee may include the Sarpanch, VO President, Woman ward member, One active member from community.
 3. **Construction Committee** (*Nirmana Committee*): The members of the Committee will look after the construction status and quality of toilets and ensure that the toilets are constructed in the stipulated time. The members of this sub-committee may include Ward Member, VO office bearer, Youth Activist, One active member from community.

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IV. Functions of the Village and Water Sanitation Committee:

- a. Creating awareness through an effective information, education and communication strategy (IEC), among the villagers and motivate them to commit for making the village ODF. The entire Gram Panchayat and entire VO shall participate in the above awareness development program.
- b. Take up IEC activities such as street plays, focused group discussions and use other participatory sensitization tools.
- c. Survey for the ODF Plan - Identification of Households having no toilet: VSWC shall take the toilets information of households (IHHL survey information) collected during Gram Jyothi, verify it on the ground and make corrections/changes if necessary as per ground reality. The survey shall include collecting the information of status of existing toilets as well.
- d. Make a work plan for the various activities and work together as a group with participation of the people:
 1. Identification and marking of site for the construction of the toilet.
 2. Estimating the quantity of material to be procured such as bricks, sand, cement, toilet pans, doors, ventilators, rings for the pits, pipes, and other accessories.
 3. Purchase material through negotiations in the markets to get the best price. The District Collector may help in procuring cement and pans at cheaper rates.
 4. Setting up cement rings and bricks facility at the local village level to save costs.
 5. Identify and procure masons to take up construction activity in a systematic manner.
 6. Ensure that people excavate the pits for the toilets as a part of their contribution.
 7. Visit and check the toilets status in village institutions like schools, Anganwadi Centers, Gram Panchayat office and other public/Govt institutions and incorporate in the GP ODF plan.

V. ODF plan: Every Gram panchayat shall ensure to develop an ODF plan through the VWSC for the panchayat.

- a. The ODF plan gives the details of the total number of households, number of households which need a toilet and also identifies households which have been sanctioned a toilet but has not been put to use or constructed. This would be achieved through a comprehensive survey by the VWSC. The ODF plan constitutes the basis for the sanction for toilets by the District Collector through the Mandal Sanitation Officer.
- b. The demand for toilets will be captured at the GP level habitation wise - Name of the beneficiary/fathers name/ caste/ ID no. such as Aadhaar card, driving licence, voter card, NREGS job card, ration card and upload to the NREGA website accessible at <http://NREGA.telangana.gov.in>
- c. The format for the ODF plan is given at Annexure-I

VI. Gram Panchayat readiness: As the goal of making the GP open defecation free is quite complex and needs a lot of awareness among the households and the willingness to participate and ensure the usage of the toilet in the future, there is therefore a need to ensure that the Gram Panchayat undertake the following activities before they furnish their ODF plan to the MPDO for approval:

- a). Each household shall give written undertaking that they should construct and use the toilet and also take up voluntary labour towards excavation of foundations, pits, assistance to mason and properly maintaining it.
- b). Opening of joint VWSC bank account as given in para 8 of this G.O.

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- c). Where feasible and willing, the households may contribute some amount as decided by the Gram panchayat which can act as a corpus fund for sanitation of the village and also enable to construct a model toilet in the village for the purpose of demonstration.
- d). Gram Sabha and Gram Panchayat resolution to take up ODF program.

VII. Standard Specification of Toilet: The following standard sizes and specification should be maintained for all the toilets taken up under the program.

- a. Latrine cum bathroom shall be constructed with inside dimensions of not less than (4 feet X 6 feet). In most GP's toilet cum bathroom are of the dimension (7 feet X 4 feet)
- b. Permanent walls with not less than 4 inches' thickness, using minimum second class clay bricks/ CC bricks/ compressed soil bricks/ fly ash bricks. If clay bricks are used, plastering should be done.
- c. The flooring shall be with CC/tiles/shabad stone.
- d. The roof shall be of AC sheet/RCC.
- e. Each pit excavated shall be of 1m diameter and 1.2 m depth.
- f. Ceramic pan for water closet should be used
- g. Y-junction box shall be constructed connecting 2 pits with water closet.
- h. A permanent door made with wood/asbestos/ tin/plastic shall be used

VIII. Opening of bank account by VWSC: A separate account shall be opened for VWSC in any Nationalized Bank, with Sarpanch, VO president and the Panchayat Secretary as the joint signatories. The details of the Bank account need to be furnished to the Mandal Sanitation Officer (MPDO) for enabling him to transfer the payments later to this account.

IX. Mandal Sanitation Officer: The MPDO shall be the Mandal Sanitation Officer and shall be the nodal point for receipt of all proposals under SBM or NREGA. Hereafter all proposals for toilets shall be processed only through the MPDO regardless of the funds.

X. Consolidation of the ODF plans at the Mandal:

- a. All demands from the GPs will be consolidated at the mandal level by the concerned MPDO.
- b. The MPDO shall cause verification of the beneficiaries with the IMIS baseline survey data.
- c. Edit data in the IMIS survey data where required so that each beneficiary gets a beneficiary ID.
- d. The said lists which have been verified by the IMIS data shall then be forwarded to the Superintending Engineer of the RWS Dept. Or the PD DWMA depending on whether funds are being tapped under the SBM or NREGA respectively.

XI Approvals and Sanctions for Toilets: The sanctions for all toilets shall be given by the District Collector either under the NREGA or the SMB funds based on the proposals sent by the PD/DWMA or the SE/RWS. The Sanction procedure shall be as under:

- a. The MPDO who is also the mandal sanction officer shall after due verification of the ODF plan showing list of beneficiaries edit the same in the IMIS survey data of the GOI and send them to the PD/DWMA or the SE/RWS depending upon the funding from NREGA or SBM.
- b. The PD/DWMA or the SE/RWS as the case may be shall consolidate all the lists from various mandal Sanitation Officers in the district put up to the District Collector and take a sanction.
- c. The District Collector before sanctioning the toilets shall ensure that adequate funding is available for the district as communicated by the respective heads of departments at the State level.

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- d. A Gram Panchayat can be given Sanction either under NREGA or SBM but not both to avoid duplication of sanctions and expenditures.

- e. The approval orders of the District Collector shall be communicated to the respective mandal sanitation officers in the district for conveying sanctions to the Gram panchayats.
- f. The mandal Sanitation officers shall issue a work commencement order to each of the GP to undertake the construction of the toilet. The Work ID so generated by the IT system shall be the basis for the release of funds

XII. Release of Funds: All funds (SBM/NREGA) for the construction of the toilet shall be released to the VWSC bank account notified in the ODF plan by the mandal sanitation officer using his digital key based on the stage of the works given as under:

- a. Once the work commencement order is given to the VWSC by the Mandal Sanitation Officer.
- b. Funds shall be released in three installments by the mandal sanitation officer based on geo-tagged photographic evidence as under:
 1. The first installment of 50% of funds shall be released into the VWSC Joint bank account only after photographs of all the toilet sites are uploaded on to the online system through the special mobile application developed by the department.
 2. The second installment of 40% shall be released only after photographs showing the progress of works which should be more than 50% are uploaded on to the system.
 3. The third and final installment of 10% shall be released only after the toilet is fully constructed and photographs uploaded onto the online system and a Utilization certificate is submitted
 4. Funds shall be released strictly according to the number of the toilets in the ODF plan.

XIII. Construction Supervision: The construction committee shall take up the complete responsibility of construction of all toilets, maintaining the specified standards. The committee shall also ensure that the toilets are constructed with best quality norms such as specified cement sand mix, curing with proper workmanship.

XIV. Furnishing of utilization Certificates: Each of the toilets must be geo tagged on completion and UC must be given by the concerned water and sanitation committees to the member secretaries. The UC of the VWSC shall be scanned and uploaded to the system by the mandal sanitation officer and the hard copy sent to the SE, RWS/PD, DWMA concerned for reconciliation.

XV. ODF Certification: Once the 100% ODF plan is implemented, the VWSC can submit a claim to MSO, declaring their GP as ODF. The MSO shall send the ODF audit team to the GP to check the claim of VWSC. If the claim is found satisfactory by the audit team, the MSO shall issue the ODF Certificate to the GP. Upon receiving the certificate, the VWSC shall put an information board at the entrance of the village as 'ODF Village'.

XVI. Fund Management: The project Director, SBM or the Commissioner PR&RD shall be responsible for managing the funds for the entire state under SBM-G / NREGA respectively. The PD shall facilitate online payment through a Nodal Bank using Electronic Fund Management System in such a way that the fund flows from Nodal Account of SBM at Hyderabad to the VWSC accounts against the approved Fund Transfer Order (FTO) by MSOs online using the Digital Signature Key.

XVII. Coordination of the ODF Program: The District Collector shall review the program in the District with PD DRDA, PD DWMA, SE RWS, EEs RWS, DPO, CEO-ZP and sort out coordination issues and ensure that the program is completed in time bound manner. At the State level the Principal Secretary, PR&RD shall review the progress with CEO SERP, Director PR, Director RD and Project Director SBM.

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XVIII. Management of Software & MIS: The Commissioner PR&RD shall take the responsibility of developing and maintaining a robust transaction based software for managing the ODF project. Appropriate MIS reports, exception reports, analytic reports shall be made available in the portal. The existing software in NREGA shall be suitably expanded to take care of all types of sanctions for toilets under NREGA and SBM with

respective reports to monitor the progress. The State level mission shall make available requisite funds to tweak the NREGA software to generate MIS reports and capture, the work flow for ODF

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

J.RAYMOND PETER
PRINCIPAL SECRETARY TO GOVERNMENT

To

All the District Collectors, Telangana State.

The Commissioner Panchayat Raj, Telangana State.

The Commissioner, Rural Development, Hyderabad.

The Chief Executive Officer, SERP, Telangana State.

The Engineer-in-Chief, RWS&S, Hyderabad.

The Project Director, State Swachh Bharat Mission (Gramin), Hyderabad.

The Engineer-in-Chief, Panchayat Raj, Telangana State.

All the Chief Executive Officers, Telangana State.

All the District Panchayat Officers, Telangana State.

All the Project Directors, DRDA in the State.

All the Project Directors, DWAMA in the State.

All the Superintendent Engineers, RWS&S in the State.

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The PS to Addl. Secretary to Hon'ble Chief Minister.

The PS to Hon'ble Minister (PR&IT)

The PS to Chief Secretary.

The PS to Principal Secretary (PR&RD)

The Advisor to Govt., (RWS&S)

Sc/Sf.

//FORWARDED::BY ORDER//

SECTION OFFICER